

Maine Conservation Corps Program

Reference Form

Send to: MCC, 124 State House Station, Augusta ME 04333-0124

ATTENTION APPLICANT:

Please type or print your full name and the name of the person providing this reference.

Applicant Name _____

Reference Name _____

ATTENTION REFERENCE:

The person named above is applying for a position with the Maine Conservation Corps. If accepted, he/she will serve as a volunteer on natural resource-related projects, with natural resource agencies and state parks throughout Maine. The duties could range from building and maintaining hiking trails, designing and implementing environmental education curriculum, and recruiting volunteers for a variety of projects. The applicant should tell you which MCC position they are applying for.

Please use this form - type or print in DARK BLUE OR BLACK INK ONLY.

☐ Please check if this reference may be released to the applicant upon request.

1. In what capacity have you known the applicant? _____

For questions 2 through 8, please rank the applicant using the most appropriate rating, with 1 = lowest rating, 5 = highest rating, and NA = not able to assess.

2. How easily does the applicant adapt to new situations and difficult circumstances? _____

3. How well does the applicant accept responsibility? _____

4. How well does the applicant get along in a group? _____

5. Does the applicant have good oral communication skills? _____

6. How willing and able is the applicant to perform hard physical labor (consider physical strength, endurance, coordination)? _____

7. How comfortable is the applicant in dealing with unfamiliar people? _____

8. How well is the applicant able to follow directions and carry through on tasks without supervision? _____

Please mail this reference directly to the MCC.
Delay in returning may diminish the applicant's chances of being selected.

9. Please describe applicant's degree of maturity and independence, using specific examples where possible.

10. Do you consider the applicant to have good interpersonal and communication skills? If so, please note an example where these skills have enabled the applicant to deal effectively with other people.

11a. Has the applicant demonstrated leadership skill or talent? If yes, describe.

11b. Please describe his/her degree of initiative and capacity to work independently or without constant supervision. Please be specific.

12a. Have you employed or supervised the applicant? If yes, give details.

12b. Would you hire or rehire him/her to work for you? Why/why not?

13. Please describe what you consider to be the applicant's major strong points.

14. Please describe what you consider to be the applicant's main limitations.

15a. Do you think a position with the Maine Conservation Corps would benefit this person?

15b. To what extent do you recommend him/her?

16. Please use this space, or additional sheets, to include anything else about the applicant that may be helpful in determining his/her qualifications.

Signature _____

Date _____

Printed Name _____

Tel.# _____

Professional Title _____

Email _____

Address _____

City _____

State _____

Zip _____

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